

# BOARD OF SUPERVISORS

*Brown County*



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## **HUMAN SERVICES COMMITTEE**

Patrick Evans, Chair  
Dan Robinson, Vice Chair  
Brad Hopp, Dan Haefs, Pat La Violette

### **HUMAN SERVICES COMMITTEE**

**Wednesday, February 26, 2014**

**6:00 p.m.**

**Room 200, Northern Building**

**305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEM LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 22, 2014.

### **Comments from the Public**

### **Report from Human Services Chair, Patrick Evans**

- 1. **Review Minutes of:**
  - a. Aging & Disability Resource Center (January 23, 2014).
  - b. Community Options Program Planning Committee (January 27, 2014).
  - c. Northeast Wisconsin Family Care Board of Directors (January 14 & January 21, 2014)

### **Communications**

- 2. Communication from Supervisor Robinson re: Request that the Human Services Committee look into the travel reimbursement rate for County Sanitarians including discrepancies in these rates when compared with other County employees. *Referred from February County Board.*

### **Veterans Services**

- 3. 2013 to 2014 Carryover Funds.

### **Health Department**

- 4. 2013 to 2014 Carryover Funds.
- 5. Update re: Odor Equipment.
- 6. Ordinance re: Amending Section 38(4)(2)(a)(ii) of the Brown County Code entitled "Public Health Nuisance" (Odor Complaints). *Held from November Human Services Cmte; Referred back from February County Board.*

### **Human Services Department**

7. Resolution re: On helping families move from homelessness to self-sufficiency. *Held for a month*
8. Resolution re: Change in Table of Organization Health Department – Health Aide.
9. Budget Adjustment Request (13–135): Increase in expenses with offsetting increase in revenue.
10. Budget Adjustment Request (14–13): Increase in expenses with offsetting increase in revenue.
11. Executive Director’s Report.
12. Financial Report for Community Treatment Center and Community Programs.
13. Statistical Reports.
  - a. Monthly Inpatient Data – Community Treatment Center.
  - b. Monthly Inpatient Data – Bellin Psychiatric Center.
  - c. Child Protection – Child Abuse/Neglect Report.
  - d. Monthly Contract Update.
14. Request for New Non-Continuous Vendor.
15. Request for New Vendor Contract.

**Aging & Disability Resource** – No agenda items.

**Syble Hopp School** – No agenda items.

### **Other**

16. Audit of bills.
17. Such other Matters as Authorized by Law.

Patrick Evans, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY**  
**HUMAN SERVICES COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Human Services Committee** was held on Wednesday, January 22, 2014 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**Present:** Chair Evans, Supervisor La Violette, Supervisor Hopp, Supervisor Robinson  
**Excused:** Supervisor Haefs  
**Also Present:** Jeremy Kral, Tim Schmitt, Nancy Fennema, Mark Steuer, Tom Sladek, Don Johnson, John Hager, Supervisor Hoyer, Rob Gollman

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**I. Call Meeting to Order.**

The meeting was called to order by Chairman Patrick Evans at 6:00 p.m.

**II. Approve/Modify Agenda.**

Chair Evans modified the agenda by moving Item 4 to directly follow the report from the Human Services Chair.

**Motion made by Supervisor La Violette, seconded by Supervisor Hopp to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**III. Approve/Modify Minutes of November 26, 2013.**

**Motion made by Supervisor Hopp, seconded by Supervisor La Violette to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Comments from the Public.** None.

**Report from Human Services Chair, Patrick Evans**

**a. Teen Parent Quarterly Outcome Report, Catholic Charities – Informational.**

Chair Evans stated that it appeared that Catholic Charities was doing good work with regard to teen parents.

**2. Review Minutes of:**

- a. Aging & Disability Resource Center of Brown County Board Meeting (December 10, 2013).**
- b. Aging & Disability Resource Center of Brown County Nominating & Human Resources Meeting (December 10, 2013).**
- c. Children With Disabilities Education Board (December 17, 2013)**
- d. Community Options Program Planning Committee (November 25, 2013).**
- e. Human Services Board (November 14 & December 13, 2013 and January 9, 2014)**
- f. Northeast Wisconsin Family Care Board of Directors (January 8, 2014).**
- g. Veterans Recognition Subcommittee (November 19 & December 17, 2013).**

**Motion made by Supervisor Robinson, seconded by Supervisor La Violette to receive and place on file Items 2 a – g. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Health Department**

3. **Budget Adjustment (13-131): Increase in expenses with offsetting increase in revenue.**

**Motion made by Supervisor Hopp, seconded by Supervisor La Violette to approve. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

4. **Ordinance re: Amending Section 38(4)(2)(a)(ii) of the Brown County Code entitled "Public Health Nuisance." (Odor Complaints). *Referred from October County Board.***

Chair Evans stated that he had met with Don Johnson from Sanimax and they discussed numerous items and came to an agreement that Sanimax would provide an update at this time as well as quarterly updates hereafter.

Don Johnson thanked the Committee for the opportunity to provide an update. He wished to recap what had been done in 2013 and indicated that they have made some very good progress and wanted to be sure that everyone was aware of that. He continued that they have reduced the odor profile by 61% if 2013 is compared to prior years. There is also a reduction of 50% in the radius of complaints in 2013 when compared to 2012.

Johnson continued that he would like to go over where it is that Sanimax is going from here as they are continuing to improve from where they are at. He recalled that Sanimax had installed a regenerative thermal oxidizer in 2013 to handle the high intensity odors and they are looking to maximize the unit in 2014. Johnson continued that the air collection system currently captures not only high intensity air but also clean air. They intend to seal off the air capture to limit the good air that is captured so they can divert more high intensity air through the system. Consistent with that, when the air that is going through the system is diverted, there has to be a chemical rebalancing as to how each air scrubber is treated and Johnson noted that each air has different quality characteristics from a chemical composition so after they move air it needs to be reanalyzed and treated.

Johnson continued that he believed there were also enhancements that could be done to their ventury system which removes particulus from the air before it goes to the scrubber. Modifications can be made to this system so that it acts like an additional air scrubber.

Finally, the last thing they intend to do in 2014 is implement a battery backup system for their computers. Johnson noted that when they lose power it brings the entire plant down for four hours and it takes at least an hour to reboot their system.

Johnson concluded that Sanimax is dedicated to working with the Committee to continue to improve on the results they have seen in 2013.

Supervisor Robinson questioned the assertion that the odor profile has been reduced by 61% and asked for clarification on this. Johnson responded that they tested the stack emissions from 2012 and compared them to the emissions in 2013.

Alderman Tom Sladek, representing the people of the 12<sup>th</sup> District of the City of Green Bay, addressed the Committee. He stated that he completely rejects the characterization made by Sanimax that they are making progress. He had provided the Committee as well as the entire County Board with information from the Health Department that clearly shows that over a multi-

year period the amount of verified complaints has risen rather than decreased. Sladek continued that Sanimax is very careful to talk about year to year improvements from 2012 to 2013. By their own admission, 2012 was their worst year ever when they tried a different process with regard to their odor issues. Sladek stated that he met with Sanimax in the fall of 2012 and at that time they acknowledged that they had just come off a horrible summer. The multi-year data that Sladek previously provided shows that there is not a trend of making progress. Sladek said that the problem is not getting any better and, in fact, may be getting worse.

Sladek continued that the Committee voted to take action and gave a recommendation to the Board, however, the Board chose not to deal with it due to a threat from Sanimax of a lawsuit due to a notification issue. The majority of the Supervisors who chose not to deal with the matter that night were doing so because of the threat of legal action by Sanimax but that notification issue has now been resolved and Sladek felt that the people in the neighborhood who have been dealing with the smell deserve an up or down vote now. He felt that the County Board should vote on what they were supposed to vote on back in October as there is no new information from October to now to cause the Board to do anything different. Sladek urged the Committee to decide if they were being misled by Sanimax. He noted that the people in his district want the odor to end and Sanimax saying that they are making remarkable progress is misleading.

Alderman Mark Steuer addressed the Committee. He represents District 10 in the City of Green Bay and reported that there has been an uptick in terms of odor complaints in his area as referred to earlier by Sladek. Steuer stated that he does receive e-mails from Sanimax if something breaks down which he does appreciate, however, there are still issues. He noted that for the people who live in the area where the odor is, it is very difficult to deal with it on a daily basis. He stated that he works at ASPIRO and the smell from Sanimax there is quite prominent. He is not on a witch hunt, but he wants this problem taken care of. He concurred with Sladek in that the Committee said they were going to deal with the issue. Normally when things are handled at the Committee level they then move on to the Board and Steuer felt that it would seem that the least that should be offered is that it would be dealt with by the County Board. He stated that this problem is frustrating and he felt that there should be little or no odor. He has lived here 22 years and has dealt with this odor for that long.

Attorney John Hager addressed the Committee next. Hager is the attorney for Sanimax and he stated that what they are looking for is collaboration and cooperation. He felt that Sanimax has made strides in this regard. He realizes that there are issues but stated that the facts speak for themselves and they have not distorted the facts. He noted that they cannot get to a zero odor profile but they can and have made significant strides and they have spent a lot of money on this issue and will continue to make the best faith efforts. Any innuendo or comments to the contrary by the Committee or other parties is offensive. They will continue to deal with this problem on as transparent of a basis as they can with the best science that they can and the equipment that they are using is the best available. They have different individuals that they have used for consulting issues. As far as the whole idea of what came out of the October County Board meeting, Hager felt the directive was to come back to the Committee with something that would address the problem better than just a simple change to the ordinance. He did not feel that a simple change from three to two complaints will change or address the problem. Sanimax will continue to address this Committee on a quarterly basis and do everything they can and provide every bit of information they can. He also noted that there was

no threat of legal action at the October meeting as alleged earlier but was rather a simple issue of notice.

Public Health Sanitarian Rob Gollman stated that the odor is rated as either present or not present and is not rated on a scale any longer. Robinson stated that he agreed with Sladek that the residents of the affected neighborhood deserve an up or down vote, however, his concern with sending it back to County Board right now is that they will not get the vote unless there is something that clarifies the situation. Robinson continued that Supervisor Van Dyck had provided him some information from St. Croix Sensory in Minnesota who has a device known as a Nasal Ranger that measures odor. Robinson stated his preference is that there be some way to measure the odor so that a verifiable complaint becomes x amount of measure. The difficulty is coming up with the science to do that. He has had a tour of Sanimax and saw how they bag the air and send it off, but he noted that that is at the source. Robinson noted that the County cannot control what Sanimax does but can only control what the County does and he felt that the County's response needs to be that the ordinance is a little more clear. Robinson stated that the Nasal Ranger is about \$1,500 and there would also be some training involved with the device, but his understanding is that it takes a range of ambient air and measures the odor. Robinson would be open to the idea of lowering the number of complaints to two if we can come up with a better measure of what a verifiable complaint is. Robinson continued that he has heard from Corporation Counsel that if this issue would go to court, the vagueness of the ordinance as is currently written decreases the chances that it would be resolved in a way that would satisfy the County. Robinson felt there were certain things that could be put in the ordinance to make it more solid. He would like to direct staff to investigate this further and bring information back to the Committee. Gollman stated that they will definitely look into this further and bring information back to the Committee. Robinson believed that there must be a way out there to measure the odor in some scientific way.

La Violette asked if the Health Department keeps track of who is making the complaints or if each complaint is made by a new person or entity. Gollman stated that there are some repeat complainants and they do keep track of who the complainant is. La Violette stated that she sees that some people or some companies have multiple complaints. She agreed with Robinson in that she would like to see the Health Department find some equipment that could provide a more scientific assessment of the odor. La Violette also thanked Sanimax for their work and stated that she believes they are making a sincere effort with this problem and she believed they will continue to move forward in this regard.

Hopp stated he is in favor of going back to the Board with this and he agreed with Robinson that there needed to be some resolution to this. He felt he was between a rock and a hard place because he staunchly believes that something needs to be done, but he does not believe that throwing out an ordinance would have any impact. He noted that Supervisor Van Dyck's research came up with equipment that may be able to assist in this matter. Ultimately Hopp felt there were two solutions to this matter. First, he mentioned several cities that are taking facilities to court over their smells and this may be an option. Secondly, Sanimax could actually correct the problem. Hopp continued that he has been in contact with an environmental group in Montreal who is facing the same problems that we are and they have recently captured the ear of the President and Chief Operating Officer of Sanimax, Tony Galasso, and they have a meeting scheduled with him in a few weeks. Hopp has shared our information with them as well and has been assured by the group in Montreal that Brown County's situation with Sanimax will be presented to Tony Galasso as well. Hopp is hopeful that something positive comes out of this

meeting. Hopp felt the best opportunity is going to be with whatever this group in Montreal is able to accomplish with Galasso, but in the meantime Hopp felt we should proceed in the manner that Robinson proposed and take another stab at the ordinance with some way to actually measure the complaints.

Robinson agreed with Attorney Hager in that the smell will never go completely away and he understands that and Robinson also indicated that Sanimax is a good business to have in our community. He did note however that there is a need and an ability to reduce the odor. Robinson continued that he also provided the Health Department with some information which talked about different pieces to an ordinance and he noted that the County's ordinance at this time is bare bones and Robinson felt it needed to be fine-tuned.

Gollman stated that he and Health Director Judy Friederichs had a conference with the District Attorney earlier about the ordinance and he felt that from the Health Department's standpoint they are not going to be involved in the drafting of the ordinance as this should be handled by Corporation Counsel. Robinson stated that what he is asking at this time is for Gollman to look into the Nasal Ranger and also to look over the information he provided with regard to ordinances to see if the language would be reasonable. Gollman indicated that they have looked at the Nasal Ranger in the past and they decided that it probably was not the best measurement tool from the research they have done but they will certainly do the research the Committee has asked them to do.

**Motion made by Supervisor La Violette, seconded by Supervisor Robinson to have Sanimax come and give progress reports to the Committee on a quarterly basis. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **Human Services Department**

5. **Resolution re: On helping families move from homelessness to self-sufficiency. *Referred from November County Board.***

Robinson provided an update on this and stated that the feedback received from the November County Board meeting was that some detail needed to be put into the proposal and that a wider coalition of people should be gathered. At the November, 2013 Human Services meeting a discussion was held regarding not necessarily having a presentation on the issue of people coming from out of town but rather having a presentation to the Board on the issue itself. What has happened since then is that Robinson has been working with people from the HOPE group and two things will take place. One is that on January 30 there will be a meeting of service providers, business people, community activists, individual citizens and elected officials at St. Norbert College. The purpose of the meeting is to start to gather ideas from people as to how to put together a ten year plan. The second piece is that a group of people from HOPE will be at the February County Board meeting to give an update on what is happening with the homeless issue as well as speak about the creation of a ten year plan. In doing those things Robinson felt that we are addressing the concerns raised and odds are pretty good that either in March or after the spring elections, a proposal will come forward asking the County Board to help fund the creation of a ten year plan.

**Motion made by Supervisor Robinson, seconded by Supervisor Hopp to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY**

6. **Resolution re: Reclassification of Position Certified Nursing Assistant Human Services – Community Treatment Center. *Referred from December Executive Committee.***

Robinson stated that he had spoken with Lynn Vanden Langenberg with regard to making pay cuts for people before the wage and comp study is completed. Robinson stated that if further positions come to the Committee for changes in the pay scale, he will suggest that we wait until the wage and comp study is complete as it seems ridiculous to make decisions on individual positions independent of the bigger picture. His would encourage the Executive Committee to postpone until the wage and comp study is done.

Robinson continued that it was his understanding that the lower per hour wage positions are the ones that are above market and upper management are the ones that are lower than market. Decisions as to upper management positions tend to happen when positions are empty. Delaying those decisions until the wage and comp study is done makes sense because it puts it in context.

**Motion made by Supervisor Hopp, seconded by Supervisor La Violette to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

7. **Budget Adjustment (13-129): Increase in expenses with offsetting increase in revenue.**

**Motion made by Supervisor La Violette, seconded by Supervisor Hopp to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

8. **Executive Director's Report.**

Jeremy Kral provided the Committee with a report that was included in the agenda packet. Kral introduced Nancy Fennema to the Committee. Fennema is the new Director of Community Programs which is the position Kral formerly held. He stated that she has a lot of experience and Kral is very pleased to have her on staff. Fennema provided the Committee with her background and previous experience.

La Violette asked for a status update on the psychiatrist wait list issue. Kral responded that they are currently fully staffed but they have a psychiatry retirement on March 1, however they have an interview to hire to refill that position pending. If the candidate works out there would not be an interruption. Kral stated that they do triage people with urgent needs to be seen immediately and those people are seen within a week or two. There are currently about 300 people on the wait list with various levels of needs. Kral will research this further and provide La Violette with an update.

Kral continued that they have added the APNP that they talked about earlier and this APNP is taking on a case load. They also have inpatient psychiatrists that are being deployed in more outpatient hours on a contract basis. They are doing everything they can to meet the capacity as well as they can. Kral noted there is still one vacancy for an APNP that they are looking to fill. He is confident that their organizational chart is right and when fully staffed all needs will be met.

Robinson thanked Kral for the report and asked when the proposed Mental Health Court will be starting. Kral responded that it depends on the Judge's calendar and the ability to get the position filled. He felt it was likely that they will bring forward a resolution creating the position



next month which would then go to the full Board in March and once approved they would seek to fill the position immediately.

Robinson also asked for an update on the efforts to deal with alcohol holds. Kral stated he would not be prepared to give a report on this at this time, however, he would be happy to report back on this issue next month.

**Motion made by Supervisor Hopp, seconded by Supervisor La Violette to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

9. **Financial Report for Community Treatment Center and Community Programs.**

Tim Schmitt included a written report in the agenda packet.

Robinson thanked Schmitt for the written report and wanted to make sure that he was reading both the written report and the line item report correctly. He continued that as of the end of November it appeared that Community Programs is looking at a variance of \$3 million dollars under budget and CTC is approximately \$1 million dollars over which would leave about \$2 million dollars to the good at the end of November. In looking at the Community Programs fund balance, there is approximately \$6,037,000 spoken for which leaves \$6,230,000 in the account which means there is approximately \$192,000 unspoken for. Schmitt stated that these figures were correct but were subject to change.

Robinson wanted to be clear on this and he appreciated the list of what the fund balance is for. He felt that \$75,000 for homeless issues does not seem unreasonable and he acknowledged that the County Board has to decide what to do with the funds that are left over at the end of the budget. Evans stated that the Board would need to approve the funds. Robinson asked if when that decision comes to the County Board if it would be possible to earmark money to set aside within the fund balance to use for homelessness. Evans stated that would be possible but the funds would need to be approved.

**Motion made by Supervisor Hopp, seconded by Supervisor Robinson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

10. **Statistical Reports.**

- a. **Monthly Inpatient Data – Community Treatment Center.**
- b. **Monthly Inpatient Data – Bellin Psychiatric Center.**
- c. **Child Protection – Child Abuse/Neglect Report.**
- d. **Monthly Contract Update.**

**Motion made by Supervisor Robinson, seconded by Supervisor La Violette to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

11. **Request for New Vendor Contract.**

**Motion made by Supervisor Hopp, seconded by Supervisor La Violette, to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Aging & Disability Resource**

**12. Fiscal Year to Date Summary Report.**

**Motion made by Supervisor Robinson, seconded by Supervisor La Violette to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Syble Hopp School – No agenda items.**

**Veterans Services – No agenda items.**

**Other**

**13. Audit of bills.**

**Motion made by Supervisor Robinson, seconded by Supervisor La Violette to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

**14. Such other Matters as Authorized by Law.**

**Motion made by Supervisor Robinson, seconded by Supervisor La Violette to adjourn at 7:04 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY**  
**BOARD MEETING**

**January 23, 2014**

**PRESENT:** Marvin Rucker, Beth Relich, Barbara Robinson, Joan Swigert, Larry Epstein, Keith Pamperin, Lisa Van Donsel, Tom Diedrick, Pat Hickey, Melanie Maczka

**EXCUSED:** Steve Daniels, Lori Rassmusen, Corrie Campbell

**ALSO PRESENT:** Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers, Laurie Ropson, John Holzer, Ron Niesing, Kinsey Black, Diana Brown

The meeting was called to order by Chairperson, Diedrick at 8:34 a.m.

**PLEDGE OF ALLEGIANCE.**

**INTRODUCTIONS:** None

**ADOPTION OF AGENDA:** Mr. Pamperin/Ms. Van Donsel moved to adopt the agenda.  
**MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF December 10, 2013:**

Mr. Epstein/Ms. Relich moved to approve the minutes of the regular meeting of December 10, 2013.

**COMMENTS FROM THE PUBLIC:** None

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF FINANCE REPORT-PRELIMINARY YEAR END:**

Ms. Bowers reviewed the December 2013 Financial Highlights (enclosure) identifying the variable items within the report. Medical Assistance Administrative revenue is in excess of the budgeted projections. The ADRC State Contract was adjusted mid-year to reflect the allocation awarded to all fully funded ADRC's at the time of entitlement. The additional funds will be used to create additional office space as previously approved by the board. The Nutrition Program has realized a higher average participant donation however; the number of meals served was less than anticipated. Salary and Fringe expenses were also under budget in 2013.

Ms. Bowers reviewed in summary that the ADRC received State and Federal Grant Revenue in excess of budget projections resulting in an increase of the Agency's Net Assets. Ms. Van Donsel/Ms. Maczka moved to approve the Finance Report-Preliminary Year End Report. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS-DECEMBER 2013:** Board members reviewed the Restricted Donation Report. The total additions for the month of December, 2013 were \$10,000 for Rural Outreach and \$10 for the Fishing Club.

Ms. Bowers reviewed the expenditures of the restricted funds as required by the funding source including an explanation of beginning balances in each of the restricted categories, additions, expenditures, and the net restricted donations for 2013.

Mr. Epstein/Ms. Swigert moved to approve the Restricted Donations for December, 2013. **MOTION CARRIED.**

- C. **PRELIMINARY NET ASSET REPORT YEAR END:** Ms. Bowers reviewed the Preliminary Designated/Undesignated Net Asset Report giving a brief explanation of Designated, Undesignated, Restricted Revenues, and all components of the Total Net Assets.

In February of 2013, the Board approved increasing our Undesignated Net Asset target from 10 – 15% to 20-25% of the prior year's operating expenses. Ms. Bowers explained that due to the manner in which the state disburses contract funding the ADRC has to rely on the fund balance to cover 3 months of operations. In the likelihood of sequestration it has been advised to have adequate working capital to cover 4-6 months' operations and manage any unexpected building needs or funding shortfalls. The ADRC has accomplished this goal through long-term planning, conservative budgets and a thorough understanding of the ADRC contract.

An inquiry was made as to how we acquire Undesignated Net Assets. Ms. Bowers explained that the increase in Undesignated Net Assets is the result of unexpected funding opportunities that occur throughout the years. In 2013 the State awarded the ADRC full allocation funding as well as the additional funds we were able to capture with Nursing Home Relocation initiatives. The Undesignated Net Assets are relied upon for working capital given the timing of grant receipts and any funding shortfalls. We will consider these funds in the long-term planning for building improvements and equipment.

Ms. Relich/Ms. Van Donsel moved to approve the Preliminary Net Asset Report Year End. **MOTION CARRIED.**

#### **REVIEW OF BOARD OFFICERS AND COMMITTEES:**

- A. **BOARD COMMITTEES FOR 2014:** Ms. Christianson asked that board members review the Board Membership and Appointments (enclosed) for accuracy of information.

**BENEFIT SPECIALIST OUTREACH-SOS:** Mr. Niesing, ADRC Outreach and Benefit Program Specialist, introduced *"The Medicare Minute"* and the *"Seniors Out Speaking"* Program. In his *"Medicare Minute"* presentation he presented the information as though he was a volunteer presenting to a target audience. Mr. Niesing emphasized that now is a good time to look at an individual's current coverage with a Medicare Plan, Medicare Advantage Plan, and a Medicare Part D and prescription drug plan. Doing so in December assures coverage is set and ready to go for the impending year. Mr. Niesing also highlighted several areas of the Medicare plans for 2014:

- There is a window from January 1 – February 14 allowing you to make a change in a Medicare Advantage Plan
- A “Transition Fill” is when you find that drug coverage does not cover one of the medications needed. During the first three months of the year you are allowed to receive a one time “Transition Fill”, or a 30 day supply of the medication. This then needs to be discussed with a physician and have him/her send in an exception for this drug so the plan will cover it in the future, or a different drug plan can be selected
- With the 2014 change in the Part D Drug Coverage Donut Hole, consumers will only pay 47 ½% of the cost of name brand drugs with a discount of 52 ½% going toward the coverage gap; and 72% of the cost of generic drugs with a discount of 28%
- Mental Health Care is now covered at a rate of 80%, the same rate as for Physical Health Care

Mr. Niesing distributed a handout illustrating the cost changes from 2013 to 2014 noting that there haven't been a lot of cost changes for the consumer going into 2014.

Mr. Niesing explained that the “*Medicare Minute*” is what the “*Seniors Out Speaking*” Program does. He noted that there are ten volunteers in the program acknowledging Mr. Epstein from the ADRC Board as one of our volunteers. He also distributed a list of topics the program will be speaking on each month and encouraged board members to e-mail him if they have other organizations or groups that would be interested in these presentations or any other benefit presentation. Ms. Christianson will e-mail board members a list of venues at which they are already scheduled to present. Discussion ensued with regard to disability group outreach and bringing a Spanish speaking volunteer into the program.

Mr. Niesing noted that the ADRC was awarded a \$2,000 grant through the Medicare Rights Association to conduct the outreach and receive the Medicare Minute materials. After the year is up, the cost to continue to receive the materials increases to \$5,000. It is our hope that after sharing our success with the state that they will pick up the cost program allowing all Wisconsin counties to participate.

**STAFF REPORT - JOHN HOLZER:** Mr. Holzer described his role as Facilities/Placement Coordinator which includes managing and supervising overall facility maintenance, maintaining the grounds of the ADRC buildings, coordinating the placement of work experience program candidates at the ADRC and Homebound Meals, and to coordinate the placement of court ordered community service for the county's Department of Corrections & Circuit Courts.

**A. MAINTENANCE PROJECTS:** Mr. Holzer reviewed the facility projects that have taken place in 2013 highlighting:

- Took advantage of energy saving opportunities
- Roof replacement
- Increased 4 offices into double offices
- Painted the Dining Room, Hallways, etc.

- Wellness Studio design and construction
- Storage Projects, façade work
- Water cooler with bottle filler

On the Community Service side of Mr. Holzer responsibilities he reported:

- \$9,165 brought in in fees and donations in lieu of community service
- Managed 150 referrals per month of court ordered placements which is down from 250
- 2000 hours are provided to the ADRC, Homebound Meals, and Curative West Adult Day Care each year through Community Service participants

Mr. Holzer also reviewed facility projects anticipated for 2014:

- Change out the water heaters
- Change out some fixtures and switches
- Finish the office remodel/refurnishing on east wall of the office complex
- Upgrade Air Conditioning Units and Boilers
- Replace the roof and AC/Heating unit at 331 S. Adams
- Modernize the ADRC Dining Site and atrium
- Grind sidewalks
- Replace exterior building entrance doors
- Strip lighting to enhance Wellness Studio

**B. MAINTENANCE WORKER INCENTIVE FUND-GUIDELINES AND ANNUAL REPORT:**

Mr. Holzer noted that we receive a lot of inexpensive labor through several employment programs: the Senior Service Worker Program, the WISE Program, and the Community Corrections Employment Program. These half-time positions pay minimum wage and are intended to be a training program in order for older adults and adults with disabilities to build skills and a resume of experience to assist them with future employment. Last year the ADRC Board approved the guidelines for the Maintenance Worker Incentive Program. These incentives are available to workers that come to us through these employment programs and are used to motivate workers, to recognize them for performance/attendance, and help with crisis issues. A total of 48 incentives were awarded during 2013.

**C. LOAN CLOSET REPORT:** Mr. Holzer recapped the background of the ADRC

Medical Equipment Loan Closet which currently has an inventory of about 3,350 items. These items are obtained through private donations as well as through our 10 year collaboration with The Green Bay West Lions Club who has been donating approximately \$18,000 of equipment each year. The function of the loan closet is to improve independence in a consumer's home. While individuals may come looking for equipment, they also receive options counseling about all of their needs. Our purpose is not to compete with local vendors or other loan closets, but to partner with them. Mr. Diedrick comments on the collaborative nature of the Durable Medical Equipment providers and the community loan closets. There is mutual respect and all strive to avoid duplication. The ADRC has

a Loan Closet Committee that meets quarterly to discuss policies and process improvements to meet the challenges of the community.

**DIRECTOR'S REPORT:**

**A. ADMINISTRATIVE ASSISTANT POSITION:** Ms. Christianson introduced Ms. Kinsey Black, currently in the ADRC Clerk II position, who has accepted the Administrative Assistant Specialist position which the board approved during the 2014 budget process. Ms. Black's new role will be to bridge all of our administrative support roles at our front desk and in our support team to assure effective and efficient support is provided throughout the agency. This role will also mobilize a membership process and work on our volunteer, registration and support process.

**B. TITLE CHANGE FOR CLERK II:** Ms. Christianson noted that we would also like to change the title of the Clerk II position to Office Assistant and requested board approval. This position, along with the Benefit Assistant position, has already been internally posted with no interest and we will be starting the process to recruit from the outside.

Mr. Pamperin/Ms. Relich moved to change the title of the Clerk II position to Office Assistant. **MOTION CARRIED.**

**C. LEGISLATIVE BREAKFAST:** Ms. Christianson thanked those board members who attended the Legislative Breakfast and referred them to the notes enclosed.

**D. ALZHEIMER'S STATEWIDE RE-DESIGN PLAN:** Ms. Christianson distributed a hard copy of the Wisconsin Dementia Care System Redesign Draft. She serves on a subcommittee to the Long-Term Support Council at the State and they have been meeting to make recommendations to the Department of Health Services and to the secretary, Kitty Rhoades, about the pros and cons of this plan. They are looking at what a "dementia capable community" might look like, what are some of the gaps, and how such a community can be created in Brown County. Ms. Christianson state the Department of Health Services intends to release an RFP for 10 additional Dementia Care Specialist positions in ADRCs this spring. Ms. Christianson expressed an interest in applying. This position would meet with families, conduct memory screens, and coordinate some evidence based programs to help families.

Ms. Relich/Mr. Pamperin moved to authorized Ms. Christianson to pursue and apply for an Dementia Care Specialist Grant should one become available. **MOTION CARRIE.**

**E. REPORT OF ANNUAL COMPLAINT:** Ms. Giesen distributed the Complaint-Appeal Process along with the Consumer Bill of Rights and Responsibilities offered all consumers who receive services at the ADRC who are receiving eligibility based screening and/or to individuals who are voicing a concern. She noted that we take all formal or informal complaints seriously. Most complaints are handled informally in each program area. When they occur, the coordinator assures that the consumer's needs are met as well as explores ways to improve processes.

Ms. Giesen informed the Board that the only time they would become involved would be if a complaint became a formal complaint and could not be resolved at the Director level. Consumers do always have the right to move ahead to the Board or even the State level without following our prescribed process. Ms. Giesen noted that we did not have any formal complaints in 2013

Discussion ensued with regard to compliance officers, types of complaints, and avenues staff and consumers are able to pursue.

**FAMILY CARE UPDATE:** Mr. Diedrick stated that there was a press conference held at Options for Independent Living last Friday to give people the opportunity to discuss what Family Care means to them. He stated they wanted to “put a face” on what the needs are and the people this may effect. It was well attended.

Discussion ensued with regard to the difference in Cop waivers versus Family Care benefits, services, and processes. Discussion included concerns about how much Family Care is projected to save in relationship to what Cop and the waivers cost, our role within the county, the private entities, and roles of the role out plan within our community.

**LEGISLATIVE UPDATES:** None

**ANNOUNCEMENTS:** Ms. Christianson asked for board feedback on how receiving their board information electronically was working for them. They all agreed that this was the way to proceed. In February board packets will be sent electronically with hard copies being available at the meeting. In the event there would also be a committee meeting scheduled before or after a board meeting, those packets will also be sent electronically in a separate e-mail.

**NEXT METING:** Mr. Diedrick noted that the next regularly scheduled meeting will be held on February 27 at Aspiro at the Dousman Street location.

**ADJOURN:** Mr. Epstein/Ms. Van Donsel moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:30 a.m.

Respectfully submitted,

Arlene Westphal, Secretary



**PROCEEDINGS OF THE COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE**

A regular meeting of the Brown County Community Options Program Planning Committee took place on Monday, January 27, 2014 at 111 North Jefferson Street, Green Bay, Wisconsin.

**Present:** Helen Desotell, Mary Hansen, Patricia Hickey, Sandy Juno, Mary Schlautman, Cathy Williquette-Lindsay, and Lori Weaver

**Absent:** None

**Excused:** Chua Xiong

**Others Present:** Mary Rasmussen of BCHSD

Chairperson Mary Schlautman called the meeting to order at 8:34 a.m. with roll call. A quorum was present.

**MODIFICATION/APPROVAL OF AGENDA**

**MOTION:** Ms. Williquette-Lindsay moved to approve the agenda as mailed. Ms. Desotell seconded. Motion carried unanimously.

**MODIFICATION/APPROVAL OF MINUTES**

**MOTION:** Ms. Williquette-Lindsay moved to approve the November 25, 2013 minutes as mailed. Ms. Desotell seconded. Motion carried unanimously.

**GENERAL UPDATES**

**Family Care Update** – Ms. Weaver addressed Rolf Hanson's latest NEW FC Report to the Northeast Wisconsin Region, dated January 2, 2014. The long term care expansion report was favorable and recommended expansion of Family Care and IRIS to all the remaining 15 counties by 2015.

**COP High Cost** – Ms. Weaver said we have not received our usual COP high cost allotment for the calendar year, but DHS has assured us it is coming. This is to pay for exceptional expenses consumers need such as home remodeling, ramps and van lifts.

**Significant Proportions** – Ms. Weaver said we are still just shy of the state's 57% elderly goal. We are taking only elderly and those who meet nursing home diversion/relocation criteria off the waiting list for service. Attrition remains the main reason for the difficulty maintaining the 57%. This past year we had 29 nursing home diversions, six of whom were physically disabled, and 22 nursing home relocations that bumped ahead of others on the list, nine of whom were physically disabled. There were also 25 people qualifying as nursing home relocation that were taken off the waiting list in addition to these 29 individuals. Currently case managers are being assigned cases from June, 2013 and prior from the COP waiting list.

**Staff Update** – Ms. Weaver has accepted the Long Term Care Manager position, and an internal candidate has accepted the Long Term Care Supervisor vacancy. This person will begin next Monday. There are now 19 COP employees plus one who is close to being hired, which will then bring the COP unit up to full staff.

**PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE – January 27, 2014**

**CIP Update** – Ms. Hansen said one case manager retired recently, and some other case managers have accepted positions with the Adult Protective and Children’s Waiver units, so the CIP unit is down in staff. Therefore no one is being taken off the waiting list right now. Interviews are taking place, and one new worker will begin on February 10. We hope to be back up to full staff soon.

Tammy Hofmeister from the state will be coming to Brown County Human Services on January 29 to talk to Long Term Care staff about integrated employment settings. This is part of Family Care readiness, and it is a movement which will change the way we think. Ms. Hickey attended the recent legislative breakfast and is an advocate for the sheltered employment workshops. In some eastern states they have closed the sheltered workshops and gone to a “one size fits all” approach to community employment, and this is not necessarily the best way to go. She gets the impression that most of the northeast Wisconsin legislators are in favor of our current sheltered employment facilities such as Aspiro, and she is curious to hear what Ms. Hofmeister has to say.

**MOTION:** Ms. Hickey moved to approve the update reports and place them on file. Ms. Williquette-Lindsay seconded. Motion carried unanimously.

**CLOSED SESSION**

Ms. Schlautman read the following notice:

Pursuant to 19.85(1)(f) considering financial, social and/or personal history of specific persons, which if discussed in public would be likely to have a substantial adverse effect on the reputation of the persons referred to—

**MOTION:** Ms. Hickey moved to go into closed session. Ms. Williquette-Lindsay seconded. Ms. Schlautman conducted a roll call vote. Ms. Desotell, Aye, Ms. Hansen, Aye, Ms. Hickey, Aye, Ms. Juno, Aye, Ms. Schlautman, Aye, Ms. Williquette-Lindsay, Aye. Motion carried.

**MOTION:** Ms. Williquette-Lindsay moved to go back into regular open session. Ms. Desotell seconded. Ms. Schlautman conducted a roll call vote. Ms. Desotell, Aye, Ms. Hansen, Aye, Ms. Hickey, Aye, Ms. Juno, Aye, Ms. Williquette-Lindsay, Aye. Motion carried.

**During the closed session the Committee made the following decisions:**

- 7A) One CBRF variance request for placement at McCormick CBRF
- 7B) One CBRF variance request for placement at Care for All Ages CBRF

Neither of these requests required an individual vote from the Committee as they were both covered under the June, 2009 resolution granting blanket approval to five CBRF facilities. These requests were submitted to the Committee for informational purposes only.

**PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE – January 27, 2014**

**OTHER BUSINESS**

Ms. Schlautman asked what will happen with this Committee when Family Care begins. Ms. Hansen said COP dollars will stay here and the Committee will continue, although the structure may be different. The COP supervising position would stay on the Committee. Ms. Weaver said it would be beneficial to have representation from the mental health area on the COP committee since many of these individuals are clients eligible for COP but not Family Care. We have been unsuccessful in attempts to recruit mental health and AODA representatives for the Committee for the past two years, though efforts continue.

**MOTION:** Ms. Hickey moved to adjourn. Ms. Juno seconded. Motion carried unanimously. The meeting adjourned at 8:52 a.m.

Respectfully submitted,  
Mary Rasmussen

## Northeast Wisconsin Family Care

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### BOARD OF DIRECTOR MEETING MINUTES

Northeast Wisconsin Family Care District

#### Executive Committee Agenda

January 14, 2014

10:00 a.m.

Door County Government Center

The Lakeshore Room

421 Nebraska Street

Sturgeon Bay, WI

#### Executive Committee Members

Carole Andrews

Julie Kudick

Mark Moeller

#### NEW FC

Rolf Hanson

Debbie Peterson

#### 1. **CALL TO ORDER**

The meeting was called to order at 10:00 a.m.

#### 2. **CONFIRMATION OF PROPER POSTING**

Debbie Peterson gave written notice confirming copies were sent to each of the seven county offices and the *Green Bay Press Gazette*. It is also posted on our website:

[www.northeastwisconsinfamilycare.com](http://www.northeastwisconsinfamilycare.com)

#### 3. **CONFIRM AGENDA**

Motion by Carole Andrews supported by Julie Kudick to approve the agenda—all aye—motion carried.

4. The Committee may convened in closed session pursuant to Wis. Stat. Sec. 19.85(1) (e) “[d]eliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” to wit: to discuss the status of the District’s planning grant and potential application to provide family care services. Motion by Carole Andrews, supported by Julie Kudick to convene in closed session; Roll Call vote: Andrews – aye, Kudick – aye, Moeller – aye.

#### 5. **RECONVENE IN OPEN SESSION**

Motion by Julie Kudick supported by Carole Andrews to reconvene in open session.

Roll Call vote: Andrews – aye, Kudick – aye, Moeller – aye.

#### 6. **ADJOURN**

Motion by Carole Andrews supported by Julie Kudick to adjourn at 11:40 a.m. –all aye– motion carried.

<p>These minutes are respectfully submitted by Debbie Peterson and have <b>NOT BEEN APPROVED</b> by the Northeast Wisconsin Family Care Board of Directors</p>
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*Northeast Wisconsin Family Care is a member driven organization passionate about delivering service options by supporting personal choices which promote the greatest opportunity for an independent quality of life, in a caring, respectful, and efficient manner.*

## Northeast Wisconsin Family Care

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### BOARD OF DIRECTOR MEETING MINUTES

Northeast Wisconsin Family Care District

#### Executive Committee Agenda

January 21, 2014

10:33 a.m.

Door County Government Center

The Lakeshore Room

421 Nebraska Street

Sturgeon Bay, WI

#### Executive Committee Members

Carole Andrews

Julie Kudick

Mark Moeller

#### NEW FC

Rolf Hanson

Debbie Peterson

Andy Phillips (by phone);

NEW FC Legal Counsel

#### 1. **CALL TO ORDER**

The meeting was called to order at 10:33 a.m.

#### 2. **CONFIRMATION OF PROPER POSTING**

Debbie Peterson gave written notice confirming copies were sent to each of the seven county offices and the *Green Bay Press Gazette*. It is also posted on our website:

[www.northeastwisconsinfamilycare.com](http://www.northeastwisconsinfamilycare.com)

#### 3. **CONFIRM AGENDA**

Motion by Julie Kudick supported by Carole Andrews to approve the agenda—all aye—motion carried.

4. The Committee may convened in closed session pursuant to Wis. Stat. Sec. 19.85(1) (e) “[d]eliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” to wit: to discuss the status of the District’s planning grant and potential application to provide family care services. Motion by Carole Andrews, supported by Julie Kudick to convene in closed session; Roll Call vote: Andrews – aye, Kudick – aye, Moeller – aye.

#### 5. **RECONVENE IN OPEN SESSION**

Motion by Carole Andrews supported by Julie Kudick to reconvene in open session.

Roll Call vote: Andrews – aye, Kudick – aye, Moeller – aye.

#### 6. **ADJOURN**

Motion by Julie Kudick supported by Carole Andrews to adjourn at 12:04 p.m. –all aye– motion carried.

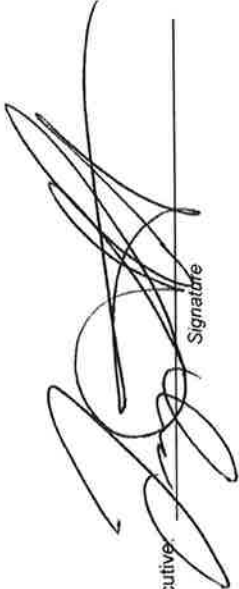
<p>These minutes are respectfully submitted by Debbie Peterson and have <b>NOT BEEN APPROVED</b> by the Northeast Wisconsin Family Care Board of Directors</p>
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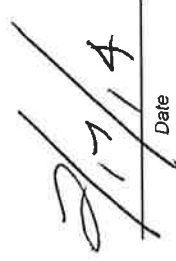
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*Northeast Wisconsin Family Care is a member driven organization passionate about delivering service options by supporting personal choices which promote the greatest opportunity for an independent quality of life, in a caring, respectful, and efficient manner.*

**HEALTH & HUMAN SERVICES DIVISION  
2013 TO 2014 CARRYOVER FUNDS**

<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>PURPOSE</u>	<u>AMOUNT REQUESTED</u>
4. <u>Health</u>			
Health Grants	100.060.300.XXXX	Unspent Grant Funds	All Grant Restricted Funds
3. <u>Veterans Service Office</u>			
Veteran's Support Services	100.084.001.5370	Funds earmarked for assistance to needy veterans	7,539
Travel	100.084.001.5340	Assist with travel in 2014	1,820
			9,359
<u>H.S. Management System Capital Project</u>	423.032.431.XXXX	Continuation of project implementation	All funds
<u>Managed Services Capital Project</u>	426.076.XXXX	Continuation of project implementation	All funds

Approved by County Executive.  Signature

 Date

These are the available funds at this time. They may be changed for any audit or adjusting entries.

**TO THE MEMBERS OF THE BROWN  
COUNTY BOARD OF SUPERVISORS**

Ladies and Gentlemen:

The HUMAN SERVICES COMMITTEE met in regular session on January 22, 2014 and recommends the following motions:

1. Report from Human Services Chair, Patrick Evans
  - a) Teen Parent Quarterly Outcome Report, Catholic Charities – Informational. *No action taken.*
2. Review Minutes of:
  - a) Aging & Disability Resource Center of Brown County Board Meeting (December 10, 2013).
  - b) Aging & Disability Resource Center of Brown County Nominating & Human Resources Meeting (December 10, 2013).
  - c) Children With Disabilities Education Board (December 17, 2013)
  - d) Community Options Program Planning Committee (November 25, 2013).
  - e) Human Services Board (November 14 & December 13, 2013 and January 9, 2014)
  - f) Northeast Wisconsin Family Care Board of Directors (January 8, 2014).
  - g) Veterans Recognition Subcommittee (November 19 & December 17, 2013).  
Receive and place on file Items 2 a – g.
3. Health Dept. - Budget Adjustment (13-131): Increase in expenses with offsetting increase in revenue. To approve.
4. Health Dept. - Ordinance re: Amending Section 38(4)(2)(a)(ii) of the Brown County Code entitled "Public Health Nuisance." (Odor Complaints). To have Sanimax come and give progress reports to the Committee on a quarterly basis. See Resolutions, Ordinances February County Board. \*\*
- \*\* **ITEM #4 – The above was deleted as per the County Board on February 19, 2014 as there is no Ordinance to approve on the agenda.**
- \*\* **ITEM #4 – As per Supervisor Evans, Item #4 Ordinance is to be referred to Human Services Committee for action. (Previously referred from the October 16, 2013 County Board Meeting to the November Human Services Committee & December County Board Meeting.)**
5. Human Services Dept. - Resolution re: On helping families move from homelessness to self-sufficiency. Hold for one month. See Resolutions, Ordinances February County Board.
6. Human Services Dept. - Resolution re: Reclassification of Position Certified Nursing Assistant Human Services – Community Treatment Center. Receive and place on file. See Resolutions, Ordinances February County Board.
7. Human Services Dept. - Budget Adjustment (13-129): Increase in expenses with offsetting increase in revenue. To approve.

March 19, 2014

**AN ORDINANCE AMENDING SECTION 38 (4)(2)(a)(ii)**  
**OF THE BROWN COUNTY CODE**  
**ENTITLED "PUBLIC HEALTH NUISANCE"**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

**Section 1** - Subsection (4)(2)(a)(ii) of Chapter 38 of the Brown County Code entitled Public Health Nuisance is hereby amended as follows:

(ii) The Brown County Health Department shall issue a citation when the Health Department receives and verifies ~~three (3)~~ two (2) verifiable complaints from individuals representing separate properties within Brown County within an 8-hour period relating to a single odor description. The Health Department shall provide a designated phone number to call to report an odor complaint. The complaints shall be recorded by a staff member or by an electronic means and shall be considered as an individual odor complaint when the following information is provided:

- Name, address, and phone number of complainant.
- Time and date of call.
- Description of odor nuisance, including estimated location or source of complaint.

**Section 2** - This ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

\_\_\_\_\_  
HUMAN SERVICES COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE (Date)

\_\_\_\_\_  
COUNTY CLERK (Date)

\_\_\_\_\_  
COUNTY BOARD CHAIR (Date)

Authored by: Corporation Counsel

Final Draft Approved by Corporation Counsel

Fiscal Impact: This resolution does not require an appropriation from the General Fund.



BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
HOPP	5				
HAELS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL.	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
CARPENTER	24				
LUND	25				
FEWELL	26				

Total Votes Cast \_\_\_\_\_

Motion:      Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

March 19, 2014

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION ON HELPING FAMILIES MOVE  
FROM HOMELESSNESS TO SELF-SUFFICIENCY**

WHEREAS, a safe, stable home is essential for any child to grow up healthy and happy, and become a contributing member of the community; and,

WHEREAS, the number of Brown County families who are homeless has been on the rise in recent years, in part because of the economic recession; and,

WHEREAS, the options for homeless families to find temporary shelter in Brown County are limited; and,

WHEREAS, Golden House, the domestic abuse program and shelter in Green Bay, was unable to shelter 269 women and children in 2012 because of limited capacity, and also were sought out by another 228 women and children who were not suffering from domestic violence but were still in need of shelter; and

WHEREAS, the number of families who are on the waiting list for housing at Freedom House has grown to over 100; and,

WHEREAS, the number of children who are homeless in the various Brown county school systems has been increasing, numbering over 1300 students during the 2012-2013 school year, according to the data from the McKinney-Vento Program that assists homeless children; and

WHEREAS, much of the public discussion around homelessness has focused on homeless single adults, while the greatest unmet need, perhaps, resides with homeless families; and,

WHEREAS, the Brown County Board, in August 2013, passed a resolution that expressed support for efforts to address homelessness, including the creation of a ten-year plan and educating the public on the problem of homelessness; and,

WHEREAS, efforts have begun to reconstitute the Brown County Board's Homeless Issues and Affordable Housing Subcommittee; and,

WHEREAS, family self-sufficiency and respect for the dignity and worth of all people, especially children, are worthy goals that both the Brown County Board and Humans Services department wish to promote; and,

WHEREAS, the latest projections for the Community Programs fund balance within the Brown County Human Services department indicate that the fund balance will have over \$500,000 of

undesignated funds by the end of fiscal year 2013; and,

WHEREAS, the Brown County Board of Supervisors wishes to use these funds in a manner consistent with the mission of the Human Services department; and,

WHEREAS, the Brown County Board seeks to invest in long-term efforts to promote family self-sufficiency, and thus reduce the costs to county residents of increased social service use;

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors includes in the 2014 Brown County budget a one-time expenditure of \$75,000 to create a fund to be used to provide grants to local projects seeking to reduce the problem of homelessness among families and to promote self-sufficiency, such as:

- establishing new transitional housing units for families, that would include support from a social service agency;
- enhancing existing transitional housing support efforts with families, such as home visits, educational and job training programs, etc.;
- expanding support and educational programs that promote self-sufficiency for homeless families, such as budgeting, substance abuse counseling, etc.;
- creating a ten-year plan to address homelessness in Brown County; and,

BE IT FURTHER RESOLVED, that the \$75,000 used to establish this fund be taken from the Community Programs fund balance; and,

FINALLY, BE IT RESOLVED, that these funds shall be administered by the Brown County Board's Homeless Issues and Affordable Housing Subcommittee, who will establish the application process and criteria for evaluating applications (including preference for applications that have some level of matching funds), as well as award the grants.

Respectfully submitted,

Daniel Robinson  
Brown County Supervisor  
District 19

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Authored by: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

March 19, 2014

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION**  
**HEALTH DEPARTMENT**  
**HEALTH AIDE**

WHEREAS, the Health Department's table of organization currently includes a 0.41 FTE Health Aide position; and

WHEREAS, existing grant funding is available to increase the Health Aide position to 1.00 FTE; and

WHEREAS, this change will enhance the Health Department's ability to generate revenue through medical assistance billing; and

WHEREAS, Human Resources in conjunction with the Health Department, recommend increasing the Health Aide position to 1.00 FTE; and

WHEREAS, should the funding be reduced or end, the position will be reduced or end and be eliminated from the table of organization; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors the Health Aide position in the Health Department's table of organization be increased to 1.00 FTE.

BE IT FURTHER RESOLVED, should the funding be reduced or end, the position will be reduced or end and be eliminated from the table of organization.

### Annual Budget Impact

Health Department Health Aide Increase to 1.00 FTE	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Health Aide	(0.41)	Deletion	\$(13,088)	\$( 1,061)	\$(14,149)
Health Aide	1.00	Addition	\$ 31,922	\$ 20,897	\$ 52,819
<b>Annual Budget Impact</b>			<b>\$ 18,834</b>	<b>\$ 19,836</b>	<b>\$ 38,670</b>

### Partial Year Budget Impact

April 1, 2014 – December 31, 2014

Health Department Health Aide Increase to 1.00 FTE	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Health Aide	(0.41)	Deletion	\$( 9,816)	\$( 796)	\$(10,612)
Health Aide	1.00	Addition	\$ 23,941	\$ 15,672	\$ 39,613
<b>Annual Budget Impact</b>			<b>\$ 14,125</b>	<b>\$ 14,876</b>	<b>\$ 29,001</b>

Budget Impact will be offset by grant funding and additional revenue generated.

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,

HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
Troy Streckenbach, County Executive

Date Signed: \_\_\_\_\_

Authored by: Human Resources

Final Draft Approved by Corporation Counsel

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

INTERIM HUMAN RESOURCES MANAGER

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** 02/12/14  
**REQUEST TO:** Human Services Committee  
**MEETING DATE:** 02/26/14  
**REQUEST FROM:** Lynn Vanden Langenberg  
Interim Human Resources Manager

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Regarding Change in Table of Organization – Health Department – Health Aide

**ISSUE/BACKGROUND INFORMATION:**

Existing grant funding is available to increase the annual hours for the Health Aide position. Increased hours will enhance the ability to generate revenue through medical assistance billing.

**ACTION REQUESTED:**

Increase annual hours from 799 to 1,950 or from 0.41 FTE to 1.00 FTE.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
  - a. If yes, what is the amount of the impact?
  - b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
  - c. Is it currently budgeted? ☐ Yes ☒ No
    1. If yes, in which account? \_\_\_\_\_
    2. If no, how will the impact be funded? Grant funded.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

**BUDGET ADJUSTMENT REQUEST**


	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board


Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.130.133.5700.0076cons	Contract service	\$2,300,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.130.200.4302.0283cons	IM consortium revenue	\$2,300,000

**Narrative Justification:**

2013 2013 adjustment. This adjustment is to record the 2013 income maintenance consortium revenues and expenses.

**AUTHORIZATIONS**

  
 Signature of Department Head  
 Department: Human Services  
 Date: 2-10-14

  
 Signature of Executive  
 Date: 2/10/14

## BUDGET ADJUSTMENT REQUEST


<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board


<u>Increase</u>	<u>Decrease</u>	<u>Account #</u>	<u>Account Title</u>	<u>Amount</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.140.146.4302.YILPEMER	State Grant	\$6,500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.140.146.7000.YILPEMER	Contract service	\$6,500

## Narrative Justification:

2014 Budget adjustment: This is emergency funding received for (2) youth in the Independent living program. This revenue will pay for housing and transportation for the youth to live independently.

## AUTHORIZATIONS

  
 Signature of Department Head  
 Department: Human Services  
 Date: 2-17-14

  
 Signature of Executive  
 Date: 2/18/14



Executive Director's Report to the Human Services Committee

February 26, 2014

Members of the Committee:

This time of year is very busy in our Business Unit, as they have been working on year-end procedures and will continue to be exceptionally busy with that until the end of March. Closing the books for a department that receives over \$80 million in revenue from 3<sup>rd</sup> parties including federal and state government, several private insurance companies, and private payers is a very significant workload as you would expect.

The Electronic Medical Record project has been making good progress recently. We recently converted from Avatar to MyAvatar, a newer product from our vendor, Netsmart. This change has received universally positive feedback from the people who interact with it, which includes many social workers, case managers, physicians, billing personnel and associated supportive roles.

We are preparing to move into "Phase 3" of the Electronic Medical Record project, which basically means replacing our current authorization system along with other associated changes. The authorization system tracks approvals and payments for services for the clients of the department. The current authorization system is based on software that is many years old, has many customized components without documentation, and generally requires a great deal of maintenance while simultaneously being byzantine and intimidating to users. We are very excited to be seeking out a new software package which will help our department to be more agile and also lighten the amount of time and resources we require from our partners in Technology Services. We are working with Project Manager Dani Young on this, and have mutually developed an aggressive timeline that we hope can result in implementation of the new system in late 2014.

In the area of children and family services, Manager Jim Hermans and Child and Adolescent Behavioral Health Unit supervisor Dr. Althea Noukki have developed a proposal to bring state funding for Coordinated Services Team Initiative back to Brown County. The proposal for this recurring funding stream would fund a new position which will provide education, training, support, recruitment, and facilitation skills to our collaborating partners in schools and other professional systems that care for youth with behavioral health needs. The CSTI model fits best for children and families who have needs that are too great to be met by traditional outpatient counseling, but not so severe as to require court involvement such as a mental health commitment or adjudication for juvenile delinquency. We are very excited that our state partners chose to reinvest in this area.

There has been a significant development in our local Family Care district. The boards of NEW Family Care and Lakeland Care District have each passed motions which support a joint proposal to serve our 7-county region if and when the state Department of Health Services releases an RFP. Each entity finds benefit in combining efforts to respond to the RFP and thus to serve our region collaboratively if the RFP is selected by the state. Lakeland would go from being a small MCO to one of the largest, and the NEW District gains enhanced likelihood of successful RFP and the practice knowledge of an MCO that began in one of the pilot counties February 1, 2001.

Respectfully Submitted By:



Jeremy Kral  
Executive Director

## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-3600



Phone (920) 448-6064 Fax (920) 448-6126

Tim Schmitt, Budget & Finance Manager

To: Human Services Board, Human Services Committee

Date: February 1, 2014

Subject: December 2013 forecast financial results for Community Programs and Community Treatment Center

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Forecast financial results are reported year to date thru December, 2013.

Community Program revenues is forecast to show a favorable budget variance of \$1.02 million. CP is forecast to control expenses in labor/fringe, ops and maintenance and purchased services. A favorable expense variance of \$750K is due to lower costs transferred to the CTC for the CBRF construction project.

The Community Treatment Center is forecast to produce an unfavorable variance of \$1.063M. Revenues are lower than budget primarily due lower client admissions for both Brown County and out of county clients in the hospital and an unfavorable client payer mix in the nursing home. Expenses at the CTC show a favorable variance of \$933.7K due to lower than budgeted wages and fringes for personnel changes due to a lower hospital census.



# Community Programs forecast

Through 12/31/13  
Prior Fiscal Year Activity Included  
Summary Listing

Account Classification	Fund	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/Rec'd	Prior Year YTD	YTD Budget	YTD variance
Fund 201 - CP												
REVENUE												
Property taxes		16,024,172.00	.00	16,024,172.00	1,335,347.63	.00	16,024,172.00	.00	100	17,388,105.00	16,024,172.00	0.00
Intergovernmental		65,071,363.00	395,496.00	65,466,859.00	(11,295,193.13)	.00	63,749,418.02	1,717,440.98	75	64,877,519.51	65,466,859.00	1,717,440.98
Charges for sales and services		1,877,965.00	.00	1,877,965.00	76,180.12	.00	1,944,674.88	(66,709.88)	104	2,075,608.82	1,877,965.00	(66,709.88)
Intergovernmental charges for services		8,272,174.00	.00	8,272,174.00	(1,306,330.04)	.00	7,462,314.67	1,809,859.33	78	8,274,618.36	8,272,174.00	809,859.33
Miscellaneous revenue		16,000.00	1,000.00	17,000.00	1,248.87	.00	9,400.16	7,599.84	55	34,999.28	17,000.00	7,599.84
Rent		36,000.00	.00	36,000.00	3,000.00	.00	36,000.00	.00	100	39,000.00	36,000.00	0.00
Contributions		.00	.00	.00	2,300.00	.00	11,432.23	(11,432.23)	+++	22,083.27	.00	(11,432.23)
Charges to county departments		.00	.00	.00	.00	.00	.00	.00	+++	.00	.00	0.00
Transfer in		29,100.00	5,394.00	34,494.00	2,425.00	.00	34,493.89	.11	100	41,108.00	34,494.00	0.11
REVENUE TOTALS		\$91,326,774.00	\$401,890.00	\$91,728,664.00	(\$11,181,021.55)	\$0.00	\$89,271,905.85	\$3,456,758.15	80%	\$92,753,042.24	\$91,728,664.00	2,456,758.15
EXPENSE												
Personnel services		14,600,771.00	149,162.00	14,749,933.00	1,577,189.23	.00	13,967,045.78	782,887.22	95	13,345,793.77	14,749,933.00	(782,887.22)
Fringe benefits and taxes		5,955,066.00	114,015.00	6,069,081.00	251,758.02	.00	5,225,843.45	843,237.55	86	5,589,812.38	6,069,081.00	(843,237.55)
Employee costs		34,907.00	.00	34,907.00	1,079.94	.00	15,411.36	19,495.64	44	6,737.64	34,907.00	(19,495.64)
Operations and maintenance		1,428,494.00	55,130.00	1,483,624.00	146,585.58	.00	1,364,071.00	119,553.00	92	1,322,190.63	1,483,624.00	(119,553.00)
Insurance costs		2,000.00	.00	2,000.00	.00	.00	1,000.00	1,000.00	50	2,000.00	2,000.00	(1,000.00)
Utilities		30,500.00	3,700.00	34,200.00	1,797.39	.00	27,096.77	7,103.23	79	16,514.76	34,200.00	(7,103.23)
Chargebacks		2,375,541.00	.00	2,375,541.00	84,375.45	.00	2,210,753.65	164,787.35	93	2,176,281.14	2,375,541.00	(164,787.35)
Purchased services		66,327,219.00	(15,246.00)	66,311,973.00	3,394,990.61	46.00	65,917,314.44	394,658.56	98	64,664,381.05	66,311,973.00	(394,658.56)
Contracted services		879,600.00	64,723.00	944,323.00	86,949.10	.00	628,721.04	315,601.96	67	2,669,563.29	944,323.00	(315,601.96)
Medical expenses		400.00	.00	400.00	.00	.00	.00	400.00	0	.00	400.00	(400.00)
Judiciary Costs		85,000.00	.00	85,000.00	5,844.52	.00	66,303.71	18,696.29	78	125,101.00	85,000.00	(18,696.29)
Other		.00	.00	.00	.00	.00	.00	.00	+++	.00	.00	.00
Outlay		58,125.00	.00	58,125.00	.00	.00	16,531.50	41,593.50	28	41,743.00	58,125.00	(41,593.50)
Transfer out		1,405,042.00	250,737.00	1,655,779.00	12,376.94	.00	905,213.06	750,565.94	55	2,792,923.58	1,655,779.00	(750,565.94)
EXPENSE TOTALS		\$93,182,665.00	\$622,221.00	\$93,804,886.00	\$5,562,946.78	\$46.00	\$90,345,305.76	\$3,459,580.24	95%	\$92,753,042.24	\$93,804,886.00	(3,459,580.24)
Fund 201 - CP Totals												
REVENUE TOTALS		91,326,774.00	401,890.00	91,728,664.00	(11,181,021.55)	.00	89,271,905.85	3,456,758.15	80	92,753,042.24	91,728,664.00	2,456,758.15
EXPENSE TOTALS		93,182,665.00	622,221.00	93,804,886.00	5,562,946.78	46.00	90,345,305.76	3,459,580.24	95	92,753,042.24	93,804,886.00	(3,459,580.24)
Fund 201 - CP Totals		(\$1,855,891.00)	(\$220,331.00)	(\$2,076,222.00)	(\$16,743,968.33)	(\$46.00)	(\$1,073,399.91)	(\$2,822.09)		\$0.00		(1,002,822.09)

Brown County Human Services: Community Treatment Center  
Preliminary Financial Statements by Classification  
December 31, 2013

	Year to Date Actual				
	YTD Budget	YTD Budget % of Revenue	YTD Actual	YTD Actual % of Revenue	YTD Variance
<b>Revenues</b>					
Property Tax Revenue	\$ 3,236,508	23.1%	\$ 3,236,508	27.0%	\$ -
Nursing Home Supplemental Funding	\$ 558,700	4.0%	\$ 668,750	5.6%	\$ 110,050
CBRF Revenue	\$ -	0.0%	\$ 14,211	0.1%	\$ 14,211
Hospital Revenue: Other Payers	\$ 4,430,330	31.7%	\$ 2,855,406	23.8%	\$ (1,574,924)
Hospital Revenue: CTP Reimbursement	\$ 1,880,700	13.4%	\$ 1,222,700	10.2%	\$ (658,000)
Nursing Home Revenues: Private Pay	\$ 584,000	4.2%	\$ 243,200	2.0%	\$ (340,800)
Nursing Home Revenues: Medicaid & Medicare	\$ 2,726,370	19.5%	\$ 3,192,720	26.6%	\$ 466,350
Miscellaneous Revenue	\$ 32,300	0.2%	\$ 21,094	0.2%	\$ (11,206)
Rent	\$ 165,330	1.2%	\$ 165,330	1.4%	\$ -
Donations	\$ 3,300	0.0%	\$ 1,425	0.0%	\$ (1,875)
Charges to County Departments	\$ 363,700	2.6%	\$ 362,620	3.0%	\$ (1,080)
Transfer In: HR retirees	\$ 230	0.0%	\$ 230	0.0%	\$ -
Capital Contributions Transfer	\$ 15,246	0.1%	\$ 15,246	0.1%	\$ -
<b>Total Revenue</b>	<b>\$ 13,996,714</b>	<b>100.0%</b>	<b>\$ 11,999,440</b>	<b>100.0%</b>	<b>\$ (1,997,274)</b>
<b>Expenses</b>					
Wages	\$ 7,282,840	52.0%	\$ 6,988,763	58.2%	\$ 294,077
Fringe Benefits	\$ 2,701,074	19.3%	\$ 2,301,580	19.2%	\$ 399,494
Employee costs	\$ 8,850	0.1%	\$ 6,617	0.1%	\$ 2,233
Operations & Maintenance	\$ 541,969	3.9%	\$ 540,348	4.5%	\$ 1,621
Insurance	\$ 32,672	0.2%	\$ 30,130	0.3%	\$ 2,542
State Assessment	\$ 128,520	0.9%	\$ 128,520	1.1%	\$ -
Utilities	\$ 16,150	0.1%	\$ 8,953	0.1%	\$ 7,197
Charge backs	\$ 2,233,040	16.0%	\$ 2,096,835	17.5%	\$ 136,205
Contracted Services	\$ 651,060	4.7%	\$ 633,085	5.3%	\$ 17,975
Medical Expenses	\$ 309,600	2.2%	\$ 318,484	2.7%	\$ (8,884)
Cost of Sales	\$ 6,700	0.0%	\$ 4,788	0.0%	\$ 1,912
Interest expense	\$ 180	0.0%	\$ 165	0.0%	\$ 15
Depreciation	\$ 735,660	5.3%	\$ 657,642	5.5%	\$ 78,018
Transfer out-wages	\$ 68,813	0.5%	\$ 67,937	0.6%	\$ 876
Disposition of Fixed Assets	\$ -	0.0%	\$ (418)	0.0%	\$ 418
<b>Total Expenses</b>	<b>\$ 14,717,128</b>	<b>105.1%</b>	<b>\$ 13,783,429</b>	<b>114.9%</b>	<b>\$ 933,699</b>
<b>Net Excess (Deficit)</b>	<b>\$ (720,414)</b>	<b>-5.1%</b>	<b>\$ (1,783,989)</b>	<b>-14.9%</b>	<b>\$ (1,063,575)</b>
<b>Levy Impact (unfavorable) favorable</b>	<b>\$ 15,246</b>	<b>\$</b>	<b>\$ (1,126,347)</b>	<b>\$</b>	<b>\$ (1,141,593)</b>

Final month of depreciation still not calculated, waiting for final CBRF costs  
2/4/2014 3:18 PM

**Brown County Human Services**  
Community Programs Fund balance report

Special Revenue Fund: Funds used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects  
Fund balance is defined by Governmental Accounting, Auditing, and Financial Reporting as the difference between assets and liabilities reported in a governmental fund

	3300.100/200 Desig Subseq Yr Exp	3300.700 Desig Cap Proj	3300.400 Reserve for Prepaid	Total
Balance as of 1/1/2013	\$ 4,920,095	\$ 1,100,000	\$ 210,618	\$ 6,230,713
transfer	\$ 1,100,000	\$ (1,100,000)		
	<u>\$ 6,020,095</u>	<u>\$ -</u>	<u>\$ 210,618</u>	<u>\$ 6,230,713</u>

\*Note: Fund balance does not represent cash on hand  
Cash is consumed by working capital requirements (i.e. Accounts Receivable)

Fund Balance Reserves Detail (rounded to nearest \$100K)	
HS Committee motion	115,000.00
Reserve for prepaid	210,618.00
Transfer to EMR	316,890.00
transfer for phase III EMR	53,630.00
Develop Interfaces for Phase III of EMR	441,711.00
CTC Renovation	500,000.00
Family Care Conversion	1,000,000.00
Post Family Care Reserve	1,300,000.00
LTC Unit - existing high cost clients	600,000.00
Adult Behavioral Health Unit-existing high cost clients	500,000.00
Agency wide high cost clients - Contingency	1,000,000.00
Total Fund Balance Reserve 12/31/11	<u>\$ 6,037,849.00</u>

**BROWN COUNTY COMMUNITY TREATMENT CENTER  
NICOLET PSYCHIATRIC CENTER STATISTICS FOR JANUARY 2014**

		Year to Date	Year to Date
ADMISSIONS	January	2014	2013
Voluntary - Mental Illness	14	14	21
Voluntary - Alcohol	0	0	0
Voluntary - AODA/Drug	0	0	0
Police Protective Custody - Alcohol	0	0	0
Commitment - Alcohol	0	0	0
Commitment - Drug	0	0	0
Court-Ordered Evaluation	0	0	0
Emergency Commitment- Alcohol	0	0	0
Emergency Detention - Drug	0	0	0
Emergency Detention - Mental Illness	63	63	65
Court Order Prelim. - Mental Illness	1	1	0
Court Order Prelim. - Alcohol	0	0	0
Court Order for Final Hearing	0	0	0
Commitment - Mental Illness	0	0	0
Return from Conditional Release	3	3	5
Court Order Prelim. - Drug	0	0	0
Other	0	0	0
<b>TOTAL</b>	<b>81</b>	<b>81</b>	<b>91</b>

		Year to Date	Year to Date
AVERAGE DAILY CENSUS	January	2014	2013
Nicolet	11	11	12
<b>TOTAL</b>	<b>11</b>	<b>11</b>	<b>12</b>

INPATIENT SERVICE DAYS			
Nicolet	336	336	371
<b>TOTAL</b>	<b>336</b>	<b>336</b>	<b>371</b>

BED OCCUPANCY			
Nicolet	68%	68%	32%
<b>TOTAL (16 Beds)</b>	<b>68%</b>	<b>68%</b>	<b>32%</b>

DISCHARGES			
Nicolet	81	81	92
<b>TOTAL</b>	<b>81</b>	<b>81</b>	<b>92</b>

DISCHARGE DAYS			
Nicolet	364	364	356
<b>TOTAL</b>	<b>364</b>	<b>364</b>	<b>356</b>

ADMISSIONS BY UNITS			
Nicolet	81	81	91
<b>TOTAL</b>	<b>81</b>	<b>81</b>	<b>91</b>

AVERAGE LENGTH OF STAY			
Nicolet	4	4	4
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>

ADMISSIONS BY COUNTY			
Brown	47	47	57
Door	2	2	4
Kewaunee	4	4	3
Oconto	9	9	4
Marinette	2	2	2
Shawano	3	3	5
Waupaca	1	1	1
Menominee	0	0	3
Outagamie	1	1	2
Manitowoc	9	9	9
Winnebago	2	2	0
Other	1	1	1
<b>TOTAL</b>	<b>81</b>	<b>81</b>	<b>91</b>

AVERAGE LENGTH OF STAY			
BY COUNTY			
Brown	4	4	4
Door	6	6	4
Kewaunee	4	4	7
Oconto	3	3	1
Marinette	2	2	6
Shawano	5	5	4
Waupaca	0	0	3
Menominee	1	1	4
Outagamie	0	0	3
Manitowoc	8	8	4
Winnebago	2	2	0
Other	0	0	6
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>

NEW ADMISSIONS			
Nicolet	51	51	35
<b>TOTAL</b>	<b>51</b>	<b>51</b>	<b>35</b>

In/Outs	Current	YTD	2013
	2	2	0

READMIT WITHIN 30 DAYS			
Nicolet	6	6	7
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>7</b>

BELLIN PSYCHIATRIC CENTER  
 INVOLUNTARY AND VOLUNTARY ADOLESCENT ADMISSIONS  
 Month Ending: January 2014

Voluntary Admissions	24
Involuntary Admissions	19
Voluntary Inpatient Days	95
Involuntary Inpatient Days	99
Voluntary Avg Length of Stay	3.95
Involuntary Avg Length of Stay	5.21

**Report of Child Abuse/Neglect by Month**

Month	2013	2014	% Change from 2013 to 2014
January	422	408	-3.3%
February	333		
March	396		
April	476		
May	477		
June	322		
July	296		
August	315		
September	425		
October	446		
November	400		
December	372		
Total	4680		

**Reports Investigated by Month**

Month	2013	2014	% Increase
January	133	142	6.7%
February	115		
March	127		
April	162		
May	143		
June	127		
July	112		
August	109		
September	147		
October	144		
November	154		
December	146		
Total	1619		



Agency	Contract Sent	Contract Returned	Original Contract Amount	Updated Contract Amount
ADAMS AFH	12/5/13	12/18/13	\$102,481	\$102,481
ADAMS, R AFH	12/5/13	1/29/14	\$13,239	\$13,239
ADULT CARE LIVING OF NE WI	1/9/14	1/29/14	\$205,640	\$205,640
ADRC	12/23/13	1/9/14	\$72,000	\$72,000
ADVOCATES FOR HEALTHY TRANSITIONAL LIVING LLC	12/19/13	1/6/14	\$50,000	\$50,000
ADVOCATES, EXTENSION LLC			\$25,000	\$25,000
AGE WELL CENTRE FOR LIFE ENRICHMENT	12/19/13	1/6/14	\$180,000	\$180,000
ANDERSON RECEIVING HOME	12/5/13	12/11/13	\$13,140	\$13,140
ANGELS ON ARCADIAN	12/19/13	1/6/14	\$1,531,200	\$1,531,200
ANNA'S HEALTHCARE (COUNTRY LIVING)	12/19/13	1/23/14	\$445,641	\$445,641
ANU FAMILY SERVICES, INC. (FORMERLY PATH)	12/19/13	1/16/14	\$60,000	\$60,000
ARNOLD, REBECCA	12/5/13	1/20/14	\$25,000	\$25,000
ARTISAN ASSISTED LIVING	1/13/14		\$480,566	\$480,566
ARTS AFH	12/5/13	12/18/13	\$30,132	\$30,132
ASPIRO INC	2/6/14		\$2,914,504	\$2,914,504
BELLIN PSYCHIATRIC CENTER	1/22/14	2/10/14	\$10,000	\$10,000
BENNIN, MARILYN			\$9,000	\$9,000
BERGER AFH	12/5/13	1/22/14	\$57,120	\$57,120
BETHESDA	1/20/14	2/10/14	\$14,550	\$14,550
BIRCH CREEK	12/19/13	1/13/14	\$1,235,182	\$1,235,182
BISHOPS COURT	12/19/13	1/13/14	\$1,304,662	\$1,304,662
BOLL ADULT CARE CONCEPTS	1/23/14		\$781,004	\$781,004
BOURASSA AFH	1/15/14	2/10/14	\$18,720	\$18,720
BORNEMANN NURSING HOME	12/23/13	1/8/14	\$227,995	\$227,995
BROTOLOC HEALTH CARE SYSTEMS	1/13/14	1/27/14	\$770,714	\$770,714
BRUNETTE AFH	12/5/13	12/16/13	\$52,152	\$52,152
BRUSS SUPPORTIVE COMMUNITY LIVING	1/15/14	1/27/14	\$273,214	\$273,214
BUSSE AFH	12/5/13	12/18/13	\$66,444	\$66,444
CAPELLE AFH	12/5/13	12/11/13	\$56,532	\$56,532
CARE FOR ALL AGES	1/13/14	1/20/14	\$116,374	\$116,374
CARRINGTON MANOR ASSISTED LIVING	1/13/14	2/10/14	\$92,628	\$92,628
CATHOLIC CHARITIES	1/9/14	1/15/14	\$171,606	\$171,606
CENTERPIECE LLC	12/18/13	1/6/14	\$150,000	\$150,000
CENTURY RIDGE OF GREEN BAY, INC.	1/9/14	1/16/14	\$387,932	\$387,932
CEREBRAL PALSY INC.	1/13/14	1/23/14	\$1,447,826	\$1,447,826
CEREBRAL PALSY OF MIDEAST WI INC	2/6/14		\$4,800	\$4,800
CHILDRENS SERVICE SOCIETY	12/19/13	1/8/14	\$25,000	\$25,000
CHRISTENSEN AFH	12/5/13	12/16/13	\$74,357	\$74,357
CLARITY CARE INC	1/15/14	1/27/14	\$1,729,984	\$1,729,984
CLEARVIEW BRAIN INJURY CENTER	1/20/14		\$220,938	\$220,938
COMFORT KEEPERS INC	12/19/13	1/16/14	\$734,494	\$734,494
COMPASS DEVELOPMENT	1/13/14	1/22/14	\$1,195,886	\$1,195,886
COMPASS DEVELOPMENT SHC INC	1/13/14	1/22/14	\$500,000	\$500,000
CONLEY AFH	12/5/13	12/19/13	\$36,645	\$36,645
CONNECTIONS LLC	1/23/14	2/4/14	\$25,000	\$25,000
CURO CARE LLC	1/22/14	1/29/14	\$510,000	\$510,000
DARNELL RECEIVING HOME	12/5/13	1/15/14	\$19,710	\$19,710
DEATHERAGE-VELEKE AFH	12/23/13	1/6/14	\$20,759	\$20,759
DEBAERE AFH	12/5/13	12/16/13	\$69,240	\$69,240
DEER PATH ASSISTED LIVING INC	1/20/14	2/5/14	\$178,810	\$178,810
DESOTELLE, ROBERT			\$7,500	\$7,500
DORN AFH	12/5/13	1/16/14	\$22,008	\$22,008

Agency	Contract Sent	Contract Returned	Original Contract Amount	Updated Contract Amount
DUNGARVIN WISCONSIN LLC	12/23/13	1/29/14	\$686,931	\$686,931
DYNAMIC FAMILY SOLUTIONS	1/20/14		\$37,120	\$37,120
EAST SHORE INDUSTRIES	12/12/13	12/16/13	\$46,594	\$46,594
ELSNER AFH	12/18/13	1/21/14	\$14,348	\$14,348
ENCOMPASS CHILD CARE	12/23/13	1/27/14	\$70,164	\$70,164
ENGBERG AFH	12/5/13	1/9/14	\$39,216	\$39,216
FAMILY SERVICE OF NORTHEAST WI, INC.	1/9/14	1/27/14	\$2,146,746	\$2,167,878
FAMILY TRAINING PROGRAM	1/9/14	1/23/14	\$175,000	\$175,000
FENLON AFH	12/5/13	12/11/13	\$44,433	\$44,433
G & I OCHS INC.	1/23/14	1/27/14	\$1,906,847	\$1,906,847
GAUGER AFH	12/5/13	1/6/14	\$32,844	\$32,844
GOLDEN HOUSE	12/12/13	12/30/13	\$63,086	\$63,086
GOLTZ J. AFH	12/5/13	12/18/13	\$24,360	\$24,360
GONZALEZ AFH	12/5/13	2/3/14	\$79,062	\$79,062
GOODWILL INDUSTRIES	1/20/14		\$77,166	\$77,166
GOODWILL INDUSTRIES DBA BEYOND BOUND(AUTISM)	12/12/13	1/23/14	\$20,000	\$20,000
GRACYALNY, SUE	1/30/14		\$70,000	\$70,000
GREEN BAY TRANSIT COMMISSION	12/12/13		\$400,000	\$400,000
GRONSETH AFH	12/5/13	12/30/13	\$44,736	\$44,736
HARMONY LIVING CENTERS LLC	12/23/13	1/6/14	\$196,838	\$196,838
HEAD AFH	12/19/13	1/8/14	\$87,826	\$87,826
HELPING HANDS CAREGIVERS	1/23/14	2/5/14	\$350,000	\$350,000
HIETPAS AFH	12/5/13	12/11/13	\$24,992	\$24,992
HOEFT AFH	12/18/13	1/3/14	\$24,523	\$29,305
HOME INSTEAD SENIOR CARE	12/19/13	1/8/14	\$200,000	\$200,000
HOMES FOR INDEPENDENT LIVING	1/22/14		\$6,225,000	\$6,225,000
IMPROVED LIVING SERVICES	1/13/14	1/20/14	\$309,856	\$309,856
INFINITY CARE INC	12/23/13	1/6/14	\$380,128	\$380,128
INNOVATIVE COUNSELING(AUTISM)	12/12/13	2/4/14	\$72,700	\$72,700
INNOVATIVE SERVICES	12/20/13	12/30/13	\$14,001,200	\$14,001,200
INTERIM HEALTHCARE STAFFING	12/19/13		\$25,000	\$25,000
J & DEE INC.	1/29/14	2/5/14	\$1,821,000	\$1,821,000
JASMER AFH	12/5/13	12/16/13	\$13,608	\$13,608
KAKUK AFH	12/5/13	1/6/14	\$32,292	\$32,292
KCC FISCAL AGENT SERVICES	12/23/13	1/8/14	\$4,200,000	\$4,200,000
KCC SERVICES INC	12/23/13		\$2,000	\$2,000
KINDRED HEARTS	12/19/13	1/8/14	\$890,100	\$890,100
KLAPPER AFH	12/5/13	12/16/13	\$24,648	\$24,648
KLARKOWSKI AFH	12/5/13	2/5/14	\$43,260	\$43,260
KLECZKA-VOGEL AFH	12/5/13	12/30/13	\$77,376	\$77,376
KLEIN, DR. (AUTISM)	12/12/13	12/18/13	\$116,000	\$116,000
KPI INC	2/6/14	2/10/14	\$12,400	\$12,400
KUSKE AFH	12/5/13	12/16/13	\$25,692	\$25,692
LAD LAKE	12/20/13	1/6/14	\$34,500	\$34,500
LAKEWOOD ASSISTED LIVING	12/19/13	2/13/14	\$64,000	\$64,000
LAMERS BUS LINES, INC.	12/23/13	1/16/14	\$750,000	\$750,000
LANCASTER GARDENS	2/5/14	2/12/14	\$35,000	\$35,000
LAURENT AFH	12/5/13	1/6/14	\$50,352	\$50,352
LISKA, JOANN	1/9/14	1/29/14	\$10,012	\$10,012
LUND VAN DYKE INC	12/12/13	12/19/13	\$210,000	\$210,000
LUTHERAN SOCIAL SERVICES	1/13/14		\$667,020	\$667,020
LUTHERAN SOCIAL SERVICES-HOMME	12/20/13	2/12/14	\$48,000	\$48,000

Agency	Contract Sent	Contract Returned	Original Contract Amount	Updated Contract Amount
MACHT VILLAGE PROGRAMS INC	12/20/13	2/12/14	\$1,000,000	\$1,000,000
MALONE AFH	12/5/13	12/11/13	\$26,544	\$26,544
MARLA VIST MANOR ASSISTED LIVING	1/9/14	2/10/14	\$129,404	\$129,404
MARTIN AFH	12/5/13	12/11/13	\$19,509	\$19,509
MATTHEWS SENIOR LIVING	1/9/14	1/20/14	\$202,380	\$202,380
MCCORMICK MEMORIAL HOME	12/23/13	12/30/13	\$198,484	\$198,484
MELOHN AFH	12/5/13	1/13/14	\$39,480	\$39,480
MILQUETTE AFH	12/5/13	12/11/13	\$22,344	\$22,344
MOMMAERTS RECEIVING HOME	12/5/13	12/19/13	\$19,710	\$19,710
MORAIN RIDGE LLC	1/27/14	2/4/14	\$200,000	\$200,000
MYSTIC ACRES LLC	12/30/13	1/22/14	\$70,812	\$70,812
MYSTIC CREEK LLC	12/30/13	1/22/14	\$147,525	\$147,525
MYSTIC MEADOWS LLC	12/30/13	1/22/14	\$139,057	\$139,057
NEMETZ AFH	12/5/13	12/11/13	\$71,744	\$71,744
NEW COMMUNITY SHELTER INC	12/11/13	12/30/13	\$40,000	\$40,000
NEW CURATIVE REHABILITATION	1/13/14	1/20/14	\$926,224	\$926,224
NEW PARTNERSHIP FOR CHILDREN & FAMILIES			\$24,200	\$24,200
NEW VISIONS TREATMENT HOMES OF WI, INC	12/19/13	1/6/14	\$42,000	\$42,000
NEW VIEW INDUSTRIES	12/12/13		\$43,240	\$43,240
NORTHWEST PASSAGE	12/19/13	1/20/14	\$67,500	\$67,500
ODD FELLOW REBEKAH HAVEN	12/19/13	12/30/13	\$140,000	\$140,000
OPTIONS LAB INC	12/20/13	1/6/14	\$43,240	\$43,240
OPTIONS TREATMENT PROGRAM	1/23/14	1/29/14	\$100,000	\$100,000
ORLICH AFH	12/5/13	1/6/14	\$95,854	\$95,854
OSTAPYUK AFH	12/18/13	1/13/14	\$46,320	\$46,320
PANTZLAFF AFH	12/5/13	1/6/14	\$24,840	\$24,840
PARAGON INDUSTRIES	2/6/14		\$721,464	\$721,464
PARENT TEAM	12/20/13	12/30/13	\$95,000	\$95,000
PARMENTIER AFH	12/5/13	12/11/13	\$94,067	\$94,067
PARTNERS IN COMMUNITY INTERVENTION LLC			\$25,000	\$25,000
PATIENT PINES	12/23/13	1/6/14	\$284,000	\$284,000
PHOENIX BEHAVIORAL HEALTH SERVICES	1/20/14	1/27/14	\$25,000	\$25,000
PNUMA HEALTH CARE	12/30/13	1/15/14	\$293,614	\$293,614
PRODUCTIVE LIVING SYSTEMS	1/9/14		\$768,452	\$768,452
RAVENWOOD BEHAVIORAL HEALTH	2/10/14		\$25,000	\$25,000
REHAB RESOURCES	2/6/14	2/13/14	\$85,600	\$85,600
REM-WISCONSIN II, INC.	1/23/14	2/10/14	\$1,335,480	\$1,335,480
RENNES ASSISTED LIVING CORP	12/30/13	1/6/14	\$75,000	\$75,000
RES-CARE WISCONSIN	12/19/13	1/22/14	\$19,344	\$19,344
ST. VINCENT HOSPITAL	2/10/14		\$168,376	\$168,376
SALDANA AFH	1/15/14	2/5/14	\$39,600	\$39,600
SCHAUMBURG, LAURIE	12/12/13	12/20/13	\$25,000	\$25,000
SCHULTZ AFH	12/5/13	12/11/13	\$107,772	\$107,772
SELTZER AFH	12/5/13	12/11/13	\$23,964	\$23,964
SKORCZEWSKI AFH	12/5/13	12/11/13	\$18,660	\$18,660
SLAGHT AFH	12/5/13	12/18/13	\$48,452	\$48,452
SMET AFH	12/5/13	1/10/14	\$54,257	\$54,257
SOUTHERN HOME CARE SERVICES	12/19/13	1/22/14	\$35,580	\$35,580
STARR/DINGER AFH	12/5/13	1/6/14	\$23,700	\$23,700
STEVENS AFH	12/5/13	1/6/14	\$19,509	\$19,509
TALBOT AFH	12/18/13	1/7/14	\$23,838	\$23,838
TANZI AFH	12/5/13	12/11/13	\$85,330	\$85,330

Agency	Contract Sent	Contract Returned	Original Contract Amount	Updated Contract Amount
TIPLER AFH	12/5/13	12/11/13	\$65,406	\$65,406
TREMPEALEAU	12/30/13	1/13/14	\$896,522	\$896,522
VALLEY PACKAGING INC.	12/18/13	1/6/14	\$10,386	\$10,386
VANLANEN RECEIVING HOME	12/5/13	1/8/14	\$19,710	\$19,710
VERBONCOUER AFH	12/30/13	1/8/14	\$32,166	\$32,166
VILLA HOPE				\$0
WARREN, JOHN MD			\$116,000	\$116,000
WAUSAUKEE ENTERPRISES	12/23/13	1/8/14	\$18,586	\$18,586
WILLOWCREEK AFH	1/30/14		\$445,136	\$445,136
WISCONSIN EARLY AUTISM PROJECT	12/12/13	12/20/13	\$360,000	\$360,000
WISCONSIN FAMILY TIES INC			\$26,000	\$26,000
ZAMBON AFH	12/5/13	12/11/13	\$22,932	\$22,932
ZIELKE, JON AFH	12/5/13	1/6/14	\$32,802	\$32,802
ZIESMER AFH	12/5/13	12/11/13	\$79,716	\$79,716
TOTAL			\$66,298,137	\$66,324,051
2013 Contracts Sent: 141				
2013 Contracts Returned: 77				

Brown County Human Services

TO: Human Service Committee Members

FROM: Jill Rowland  
Contract & Provider Relations Manager

DATE: February 17, 2014

REQUEST FOR NEW NON-CONTINUOUS VENDOR			
VENDOR	SERVICES	DATE REQUESTED	DATE APPROVED
Kane, Annette	Mileage	1-20-14	
Rutter, Gail	Mileage	1-20-14	
Medication Management Partners, LLC	Medication	1-27-14	
Terminex	Services	2-4-14	
Universal Guardians, Inc	Guardianship Services	2-4-14	
Puroclean Property Restoration	Services	2-12-14	

Brown County Human Services

TO: Human Services Committee Members

FROM: Jill Rowland  
Contract & Provider Relations Manager

DATE: February 17, 2014

REQUEST FOR NEW VENDOR CONTRACT				
VENDOR	SERVICES	CONTRACT AMOUNT	DATE REQUESTED	DATE APPROVED
Cerebral Palsy of Mideast Wi	Respite	\$4,800	1-9-14	
Advocates Extension, LLC	SHC services	\$25,000	2-12-14	
Partners in Community Intervention	SHC services	\$25,000	2-12-14	